

CHAPTER 2

MILSPETS TRANSACTION REPORTING, REPORTS, FORMS, FORMATS, CODES, AND DATA ELEMENTS

A. GENERAL. Transaction reporting, when applicable, is prescribed in **appendix B**. Initiators tire referred to the applicable appendix of this chapter for preparation of the required format.

B. FREQUENCY/METHODS OF REPORTING MILSPETS TRANSACTIONS

1. Frequency. The **DFAMS** requirement is to have **MILSPETS** transactions reported to DFSC within two working days of an action (e.g., receipt of product), and to correct/resubmit erroneous transactions within 24 hours after receipt of a reject. Unique situations requiring time extension will be considered on a case by case basis.

2. Methods of Transmission

a. The method used to transmit transactions to DFSC will depend on the available telecommunications, transaction volume, cost effectiveness, and unique problems. Methods of input are:

<u>TYPE ACTIVITY</u>	<u>METHOD OF REPORTING</u>
CONUS Contractor- Operated DFSP (CO CO/ Pipeline Terminal)	To the respective DFR via telephone/telecopier for direct input to DFSC via a remote input device. (copy of source document also mailed to the DFR for verification.)
CO NUS/Overseas GOGO DFSP	(1) Directly to DFSC via AU TODIN when a capability exists. (2) To a designated intermediate control point (e. g., overseas control point) when an AU TO DIN capability does not exist.
Overseas Contractor Operated DFSP	(1) Directly to DFSC via AU TO DIN when a capability exists. (2) To the respective DFR or other designated intermediate control point (DICP) via telephone/telecopier for input to DFSC via AU TO DIN. (copy of source document also mailed to the DFR/ control point for verification.)

TYPE ACTIVITY

METHOD OF REPORTING

CONUS/Overseas
Service Retail Activity

(1) Directly to DFSC via AUTODIN (CONUS Army and Air Force activities).

(2) To the designated DFR via telecopier, message, or telephone for direct input via a remote device. Reporting activity must make arrangements with the DFR on the best available and mutually acceptable method of reporting to be used. Except for telecopier, a copy of the source document must also be mailed to the DFR for verification (CONUS Navy activities).

(3) To a DICP via telecopier, message, or telephone for input via AUTODIN or a remote input device. Reporting activity must make arrangements with the DICP on the best available and mutually acceptable method of reporting to be used. Except for telecopier, a copy of the source document must also be mailed to the DFR for verification (Overseas Service Retail activities; Navy activities supported by a Navy-managed DFSP).

(4) Submission of hardcopy source document to DFSC via mail when it is not possible or practical to use AUTODIN or an existing intermediate control point (Federal Agency Activities).

Contractor Shipping
Activities/QAR Functions
(DD Form 250/250-1 Used as
Origin Acceptance Loading
Documents)

(1) To the respective DFR via telecopier, telephone, message, mail for direct input to DFSC via a remote input device (CONUS), or AUTODIN (Overseas) (Copy of DD Form 250/250-1 'source document also mailed to DFR for use as DFSC supporting document for contractor payment, TDR actions. MSC 4020-3 Loading Reports and DFSC Tanker Lift Schedules used by DFR to prepare/submit transactions for shipment via tanker).

TYPE ACTIVITY

METHOD OF REPORTING

Special/Exception activities (Includes activities for which special accounts are established by DFSC for loan, exchange agreement, reclamation; floating storage DFSPs; exception activities with telecommunications problems that prevent timely reporting (e. g., remote activities with only mail service.)

(2) To DFSC via mail for special processing. (MSC 4020-4 Discharge Reports used by DFSC to input transactions for floating storage DFSPs.)

To DFSC via mail for special processing. (MSC 4020-4 Discharge Reports used by DFSC to input transactions for floating storage DFSPs.)

b. Hardcopy Source Document. Audit able hardcopy source documents will normally be retained by the DFSP/DFR. These documents will be transmitted to DFSC in lieu of MILSPETS transactions only as a last course, subject to case evaluation and approval.

c. Telephone. Direct telephone call to DFSC will be used only when circumstances dictate immediate action; e.g., to expedite contractor discount.

C. REPORTING OF MI LSPETS TRANSACTIONS VIA AU TO DIN

1. The long established DoD Automatic Digital Network (AU TODIN) is the primary method for electrical transmission of MI LSPETS transactions by overseas activities and CONUS GOGO DFSPs. The Defense Automated Addressing System (DAAS), which is tied into AU TODIN, provides a routing and editing service for DFSC. Procedures governing AU TO DIN/ DAAS are contained in:

a. JANAP 128 (Communications procedures for electrical **transmission** of MI LSPETS transactions via Au TO DIN--used by communications facilities worldwide).

b. DoD 4000.25-10-M, Defense Automatic Addressing System (DAAS), April 1985.

2. Reporting activities that have access to an AU TO DIN terminal must:

a. Contact the local communications facility to become an official AU TO DIN subscriber, and establish procedures for the input

of MILSPETS transactions to AUTODIN and the return of **MILSPETS** management notices/rejects generated by DFSC or **DAAS**.

b. Make necessary local arrangements for the preparation of formatted transactions to be input to the communications facility for subsequent transmission via AU TO DIN (e. g., keypunching/verification of 80 character formatted message (punched cards); preparation of OCR formatted messages suitable for input to AU TO DIN by the communications facility).

3. All MI **LSPETS** transactions input to AU TO DIN by a communications **facility** must be:

a. Addressed to "Defense Automatic Addressing System (**DAAS**), Gentile AFB, Dayton, Ohio. "

b. Identified as MI **LSPETS** transactions by using content indicator "IHPZ. " (**IAZZ** may be used by Air Force.) (Special **DAAS** exemption.)

4. Reporting activities must work closely with their **subactivities** (e. g., DFSP storage terminals) to insure that an effective **two-way** communication link is established that will promptly relay transaction data and support the frequency criteria outlined in B. above. Methods of transmitting data from the **subactivities** include telephone, followed by a copy of the hardcopy source document for verification, and telecopier transmission of a copy of the source document.

5. All transaction data received by a reporting activity must be converted into 80 character formatted messages suitable for electrical transmission via AU TO DIN. This is usually accomplished by **keypunching/verifying** 80 position punched cards in MI **LSPETS** format from either copy of the hardcopy source document (e. g., **DD Form 250**) or column worksheet used to transcribe the formatted data from a telephone call .

6. Methods of input to a communications facility /AU TO DIN include:

a. OCR typing of data in standard OCR Font "B" suitable for input to an OCR reader. Availability of OCR reading equipment and programming capability to translate the OCR input into data pattern messages is a prerequisite. Local arrangements must be made **with the** communications facility, subject to capability and support agreement. The message is prepared on **DD Form 173/2**, Joint Message form (OCR **Red**), and must be input in plain **language** address to "DA AS, DAYTON, OH. " The first line of data **will** contain position 1 through 59 of the MI **LSPETS** transaction format followed by one of two in positions 60-63 (this identifies line one of two to **DAAS**). The second line of data **will** contain positions 60 through 80 of the **MILSPETS** transaction entered in positions 1 through 21, and two of two in positions 22

through 25 (this identifies the remaining line two of two to DAAS). Repeat the above two line entries for additional transactions to be reported.' Do not use extra slashes or spaces to separate data fields, **and do** not number lines or paragraphs. There is no unique LMF or **CIC** requirement to be entered on the **DD** Form 173/2. See appendix A64.

b. Teletype or telecopier transmission of data to a communications facility where the data are then transformed into required 80 character data pattern messages. **Local** arrangements must be made with the communications facility, subject to capability and support agreement.

c. Direct input of data by a remote device to a communications facility in 80 character data pattern messages suitable for electrical communications facility to obtain/install equipment, subject to capability, economic considerations, equipment compatibility, funding, and support agreement.

d. Narrative message, prepared on **DD** Form 173/2 in the format provided in appendix A64. This type message bypasses DAAS, and instead of going directly into **DFAMS** for computer processing like a. **thru** e. above, is received by DFSC in the same form as transmitted, requiring intermediate manual entry into **DFAM S**. This method is slower and more error prone and will be used only as a last recourse, subject to case evaluation and approval by **DFSC**.

D. TRANSACTION VALIDATION AND ERROR CORRECTION

1. Transactions are automatically validated at or by the following points:

a. At the Defense Fuel Regions (when transactions are keyed in via a remote input device).

b. By **DFAMS** (all transactions).

2. Rejected transactions are returned to the originator for correction and resubmission within 24 hours after receipt. Erroneous transactions are returned without change, except for the following format modifications:

RP: 3 - Third position of the Document Identifier (**DI**) is replaced with "Z" to identify the transaction as a reject. The original data in rp 3 is moved to rp 7 to retain identity of the original transaction.

RP: 21-22 - Contains the applicable reject indicator.

3. Appendix C39 provides a listing of specific reject indicators and **conditions** which identify the corrective action(s) required by the transaction originator.

4. Transactions corrected and reinput in response to a **DFAMS** reject action will be recognized by **DFAMS** as a new transaction and will not require an action code in record position (**rp**) 22 (except when the transaction that rejected and is being reinput is a change or reversal).

5. A cumulative daily reject listing is printed for **DFSC/DFR** management action. Rejects are automatically cleared from the **DFAMS** file when corrected transactions are processed if rejected and corrected transactions contain identical data in the control fields. When a transaction cannot be cleared automatically (e.g., a control field such as the document number is in error) the reject can be cleared by processing the erroneous transaction with a reject clear code of two slashes (//) in rp 52-53.

6. After a transaction has been validated and recorded by **DFAMS** in the transaction history file, it represents a valid source document and is subject to audit. It is then used as the common data base for all **DFAMS** requirements; e.g., contractor payment, customer billing, supply, and financial reports.

Errors discovered after validation/recording by **DFAMS** will require reinput of the erroneous transactions with an action code "R" (reversal) or "C" (change) as presented in appendix C1. The following applies to use of action codes:

<u>ACTION CODE</u>	USE
BLANK	Used in all new transactions (including rejects corrected and reinput to DFAMS).
R	Used to completely reverse a recorded transaction.
<u>ACTION CODE</u>	USE
C	Used to accomplish two actions simultaneously; i.e., (1) reverse an erroneously recorded transaction, and (2) process a new (add) transaction with corrected data.

7. Special Rules:

a. Control fields, identified by an underline in each format appendix B, cannot be corrected using action code "C". Correction of

an erroneous control field will require two individual transactions; i.e., (1) the erroneous transaction, as recorded, with action code R, and (2) a new (add) transaction with the correct control field data. To reverse a transaction, place "R" in rp 22, and place data from control fields of transaction being reversed in appropriate columns.

b. To change a transaction, place "C" in rp 22, data from control fields in appropriate rps, and corrected data in appropriate field. When recorded noncontrol data are found to be invalid and should be replaced with blanks, fill the applicable correction field with asterisks (*).

c. Condition/identity change transactions (DIC P43) cannot be corrected using action code "C". Correction of any erroneous data will require two individual transactions; i.e., (1) the erroneous **transaction**, as recorded, with action code R, and (2) a new (add) transaction with the correct data.

E. MANAGEMENT NOTICES. Management Notices are always identified by **numeric "6"** in rp 2 of the **DI**. They are automatically generated by **DFAMS** to provide information or request specific action(s). Chapter 3 provides a detailed listing of specific management notices, definitions, and action(s) required by the recipient.

F. AU TO DIN FORMATS OTHER THAN DATA PATTERN

1. Formatted message input via Mode V terminal. For explanatory purpose, the **DD Form 173/2** is prepared as follows:

a. Security Classification - UNCLASSIFIED

LMF - TC

CIC IHPZ (IAZZ may be used by Air Force)

The first line in the body of the message must contain the words "MI **ILSPETS DO CEMENTS.**"

The transaction data are as follows:

P10	Document Identifier
345	Delivery Order Preparation Day
V	Media Code
9130002568613	National Stock Number
Blank	Blank Character (Leave Space)
Blank	Action Code (Leave Space)
0020000	Quantity Field

FB56127345CB01

Blank

000000

A

61

76D0412

010100

00035100

CB01

00

Document Number

Management Indicator

(Leave Space)

Supplementary Address

Signal

Fund Code

PIIN

CLIN

Contract Unit Price

Delivery Order Number

Delivery Order Amendment Suffix

b. The special instruction block and other areas of the DD Form 173/2 should be prepared in accordance with Service or local requirements.

2. Narrative Message Format

a. Narrative messages (DD Form 173/2) are limited to a maximum of seven MI LSPETS transactions or the contents of a single page -- whichever is greater. Narrative messages will not be submitted through the DAAS for automatic processing.

b. The first line in the body of the message will contain the words "MI ILSPETS TRANSACTIONS." Thereafter, each transaction will be numbered commencing with number 1 and the first 66 columns of data (except for dividing slashes (/)) will be inserted and divided exactly as hereafter depicted. Remaining data will be entered on the second line exactly as depicted.

c. The following is a sample narrative message containing MI LSPETS transactions.

(1) The first line in the body of the message will contain the words "MI ILSPETS TRANSACTIONS." Thereafter, each transaction will be numbered, commencing with number 1, and the first 66 columns of data (except for dividing slashes (/)) will be inserted.

(2) For explanatory purposes, the first transaction is segmented and explained.

First Line:

P10/(DI); 345/ (Del Oral/Amend Preparation Day); M/ (Medium of Transmission); 9130002568613 (NSN); *B LNK/ (Leave blank); 0020000/(Quantity); FB56127345CB01/ (Document Number); BLNK/(Management Indicator); 00 00 00/(Supplementary Address); A/ (Signal); 61/ (Fund Code).

Second Line:

76 D0412/ (PIIN); 0100(CLIN); 00035100 /(Contract Unit Price); CB01/ (Delivery Order Number); 00/(Delivery Order Amendment Suffix).

* When an element of data is not applicable, the field will be recognized and entered as "BLNK "

"G. DOCUMENT CONTROL/FILE MAINTENANCE

<u>Document Type/ Form/D I</u>	<u>Filing Sequence</u>	<u>Document Prepared by Filed by</u>	<u>Document File Retention Criteria and Remarks</u>
Source Identifi- cation and Ordering Author- ization (S IOATH) DFSC Form 21.1	Contract/ Order Nr	DFSC-OD DFSC-OD	Retain for six years and three months. ¹ Tanker Orders, Audi- table Source Document. (Retention IAW DLAM 5015.1, para 830.10 b.)
		DFR DFR	Retain for six years and three months. ¹ Audi table Source Docu- ment. (Retention IAW DLAM 5015.1, para 820.10 b.)
		Svc/Agency/ Activity (Dir. Del) Srv/ Agency / Activity	Retain for six years and three months. ¹ Aud itable Source Docu- ment. (Retention IAW DLAM 5105.1, para 820.20 b.)

¹Upon completion of contract, place in appropriate closed file. cut off closed files at annual intervals. **Hold** for one year and retire for ultimate disposal. Destroy six years and three months after cut off of closed files. **EXCEPTION:** Files known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed or retired until settlement of the claim or until the completion of the investigation or litigation.

<u>Document Type/ Form/DI /</u>	<u>Filing Sequence</u>	<u>Document Prepared by Filed by</u>	<u>Document File Retention Criteria and Remarks</u>
		DFR/DICP	Retain until P10 trans- action appears in part II of the Daily Trans- action Register. The DFR copy is used for PIO transaction report- ing and verification.
Delivery Order/ Amendment, DO 1155, P10	Contract/ Order Nr	DFSC-0D DFSC-0D	Retain for six years and three months. ¹ Tanker Orders, Audit able Source Document. (Retention IAW DLAM 5015.1, para 820.10 b.)
		DFR OFR	Retain for six years and three months. ¹ Aud itable Source Document. (Reten- tion IAW DLAM 5015.1, para 820.10 b.)
		Svc/Agency/ Activity Dir. Del) Svc/ Agency/ Activity	Retain for six years and three months. ¹ Auditable Source Document. (Re- tention IAW DLAM 5015.1, para 820.10 b.)
		DFR/DICP	Retain until P10trans- action appears in part II of the Daily Trans- action Register. The DFR copy is used for PIO transaction report- ing and verification.

¹See previous page.

<u>Document Type/ Form/D I</u>	<u>Filing Sequence</u>	<u>Document Prepared by Filed by</u>	<u>Document File Retention Criteria and Remarks</u>
Contractor Shipment, DD 250, DD 250-1, P20	Contract/ Order Nr/ Ship Nr.	QAR Contr/QAR	Retain for six years and three months. ¹ Audit able Source Document. (Re- tention IAW DLAM 5015.1, para 820.10 b.)
		DFR	DFSC Source documents supporting contractor payment and TDR actions. Retain for six years and three months. ¹ (Reten- tion IAW DLAM 5015.1, para 820.10 b.)
DFSP Shipment, DD 250, DD 250-1, DD 1149, DD 1348-1, P2(X) Series	Inv Mnth/ NNS/TSN	DFSP DFSP	Retain for two years after the renewal or completion of a DFSP storage contract. Auditable Source Docu- ment. (Retention IAW DLAM 5015.1, para 932.50.)
	Do DAAC/ Inv Mnth/ NSN/TSN	DFR	Retain until P2(x) trans- action appears in DFSP Reconciliation Document Register and the register is signed/returned to the DFR for file. DFR copy is used for P2 (x) transaction reporting and verification.

¹See note on page 2-9.

Document Type/ Form/DI	Filing Sequence	Document Prepared by Filed by	Document File Retention Criteria and Remarks
DFSP Receipts DD 250, DD 250-1, DD 1149, DD 1348-1, DD 1348-1, P3 (x) Series	Inv/Mnth/ NSN/TSN	Shipping Activity (Completed by rec act) DFSP	Retain for two years after the renewal or completion of a DFSP storage contra ct.2 Audi table Source Docu- ment. (Retention IAW DLAM 5015.1, para 932.50.)2
	Do DAAC/ Inv Mnth/ NSN/TSN	DFR	Retain until P3(x) transaction appears in DFSP Reconciliation Document Register and the register is signed/ returned to the DFR for file. DFR copy is used for P3(x) transaction reporting and verifika- tion.
DFSC Inventory Con- trol Document, DD 1348-1, P41, P42, P43	Inv Mnth/ NSN/DI/ TSN	DFSP DFSP	Retain for two years after the renewal or completion of a DFSP storage contract. Audi table Source Docu- ment. (With supporting actions; e.g., DO 200,"

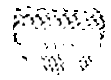
2For deliveries by a contractor under FOB destination acceptance terms, follow the same procedures used for contractor shipments.

<u>Document Type/ Form/DI</u>	<u>Filing Sequence</u>	<u>Document Prepared by Filed by</u>	<u>Document File Retention Criteria and Remarks</u>
			etc.) (Retention IAW DLAM 5015.1, para 832.50.)
DFSP Inventory Control Document, DD 1348-1, P41, P42, P43	Do DAAC/ Inv Mnth/ NSN/TSN	DFR	Retain until P4(x) transaction appears on DFSP Reconciliation Document Register and the register is signed/ returned to the DFR for file. ³ DFR copy is used for P4 (x) transaction reporting and verifica- tion.
Service/Agency Receipt, DD 250, DD 250-1, DD 1149, DO 1348-1, P3(x) Series	Contract/ Order Nr/ Shipment Nr (Receipts from Con- tractor) or MILSTRIP Doc Nr/ Suffix Nr.	Shipping Activity (Comp by Rec. Act) Svc/ Agency Activity	Retain for two years

³Suggest the DFR hold these documents for a few months. This will allow us to find out what causes reconciliation, etc. This would only be until the system is operating smoothly.

<u>Document Type/ Form/DI</u>	<u>Filing Sequence</u>	<u>Document Prepared by Filed by</u>	<u>Document File Retention Criteria and Remarks</u>
			after the completion of the inventory month. ² Audit table Source Document. (Retention IAW DLAM 5015.1, para 932.50.) ²
		DFR (When DICP for Reporting)	Retain until P30/31 transaction appears on part II of the Daily Transaction Register. DFR copy is used for P30/31 transaction reporting and verification. (Excludes all FOB origin shipments via tank truck or tank car.)
Daily Transaction Register	Do DAAC/ Date/NSN	DFSC DFR	Retain for six months. Printed on DFR terminal , daily.
Daily Suspense Listing	Date	DFSC DFR	Destroy prior listing upon receipt of new cumulative listing. Printed on DFR terminal , daily.
Daily Mission Transmission Listing	Do DAAC/ Date	DFSC DFR	Destroy prior listing upon receipt of new cumulative listing. Printed on DFR terminal , daily.

²See page 2-13.



<u>Document Type/ Form/D I</u>	<u>Filing Sequence</u>	<u>Document Prepared by Filed by</u>	<u>Document File Retention Criteria and Remarks</u>
Daily Reject Listing	Date	DFSC DFR	Destroy prior listing upon receipt of new cumulative listing. Printed on DFR termi- nal , daily.
Transacti on Reject Manage- ment Report (for a speci fi ed peri od)	Do DAAC/ Date	DFSC OF R	Retain for a period determined locally. Printed on DFR termi- nal , monthly, or as requi red.
DFSC Reconcilia- tion Work Lists	Do DAAC/ Date/NSN	DFSC DFR	Destroy prior listing upon receipt of new listing. Printed on DFR terminal , daily, until problems are resol ved.
DFSP Reconcilia- tion Document Regi ster	Do DAAC/ Inv Mnth/ NSN	DFSC DFR	Retain for two years after the renewal or completion of a DFSP storage contract. Printed on OF R terminal , monthly, after success- ful reconciliation. Filed by OF R after verifi cation and signa- ture by DFSP. (Reten- tion IAW OLAM 5015.1, para 932.50.)

<u>Document Type/ Form/D I</u>	<u>Filing Sequence</u>	<u>Document Prepared by Filed by</u>	<u>Document File Retention Criteria and Remarks</u>
	<u>Inv Mnth/ NSN</u>	DFSP	Retain for two years. Verified against and filed with Audi table Source Documents. (Retention IAW DLAM 5015.1, para 932.50.)
DFSP Inventory Status Report	<u>Do DA AC/ Inv Mnth</u>	DFSC DFR	Retain for a period determined locally. Mailed to the DFR monthly after success- ful reconciliation.

H. REPORTS, FORMS, DFSPs, AND PETROLEUM PRODUCTS

MI LSPETS reports, forms, DFSPs, and petroleum products are identified and listed in appendix A. See the index for a detailed listing.

I. FORMATS. MI LSPETS formats are identified and listed in appendix B. See the index for a detailed listing.

J. CODES/DATA ELEMENTS. MI LSPETS codes/data elements are identified in appendix C. See the index for a detailed listing.